

# POSITION AVAILABLE



**Siuslaw Outreach Services**

## CRISIS ASSISTANCE PROGRAM ADVOCATE

**GENERAL RESPONSIBILITIES:** Assist Housing/Utility Program Manager as well as all Lane County Basic Needs and Self Sufficiency Programs, LIHEAP program, FEMA funding program, and TBA programs. Case manage clients in housing assistance programs, abide by program regulations, advocacy services to clients, maintain paperwork, Service Point and OPUS data systems, and all other aspects of these programs.

**QUALIFICATIONS:** Ability to work with diverse populations, skills in dealing with low or no income individuals, and those experiencing homelessness. A A/BA/ BS degree or 2-years experience in social service related field required. Experience or knowledge in working with budgets, reports, data bases, MS Office, Excel and computer operation. Valid ODL, insurable by SOS insurance carrier, pass Criminal History check and drug screen.

**HOURS/CLASSIFICATION:** 1 FTE supervised by Executive Director.

**COMPENSATION:** Starting rate: \$16-\$17 per hr, 2 week paid vacation, holiday pay, and medical insurance

**HOW TO APPLY:** Send cover letter and resume to: [exec@florencesos.org](mailto:exec@florencesos.org). Application deadline is July 24, 2020.